

**Minutes of the
Comprehensive Development Plan Advisory Committee**
Thursday, August 25, 2005

Mr. Freisleben, Vice Chairperson called the meeting to order at 4:00 p.m.

Committee Members

Present (Name and Municipality):

- Jeff Herrmann, Towns of Genesee and Oconomowoc
- Barb Holtz, Town of Mukwonago
- Colin Butler, Town of Ottawa
- Andy Gehl (representing Bill Biersach), Village of Chenequa
- Paul Craig, City of Delafield
- Doug Koehler, City of Waukesha
- Dan Ertl, City of Brookfield
- William Freisleben, Village of Menomonee Falls
- Bruce Kaniewski, Towns of Waukesha and Village of North Prairie
- Marilyn Haroldson, Town of Merton
- Donald Wiemer, Village of Oconomowoc Lake
- Brian Turk, Towns of Delafield and Vernon
- Roland Tonn (attending for Rob Seversin), City of Oconomowoc
- Wallace Thiel, Village of Hartland
- James Siepmann, Town of Summit
- Jeffrey Musche, Town of Lisbon
- Walter Kolb, Waukesha County Park and Planning Commission

Committee Members

Absent (Name and Municipality):

- Keith Henderson, Chairman, Town of Brookfield
- Representative of the Village of Big Bend
- Bart Zilk, Village of Dousman
- George Stumpf, Village of Lac La Belle
- Larry Plaster, Village of Butler
- Harlan Clinkenbeard, City of Pewaukee
- Nancy Anderson, SEWRPC
- Rebecca Finn, Village of Elm Grove
- Chuck Nichols, Village of Pewaukee

Others Present:

- Dale Shaver, Director, Waukesha County Department of Parks and Land Use
- Kathy Moore, Parks and Land Use – Senior Planner
- George Morris, Environmental Health Manager
- Don Dittmar, Land Information Systems Manager
- Perry Lindquist, Land Conservation Manager
- Jerry Braatz, U.W. Extension
- Gary Lake, Town of Brookfield
- Pamela Meyer

Public Comment

None.

Approval of the May 12, 2005, Minutes

- *Mr. Wiemer moved, seconded by Mr. Ertl and carried unanimously, for approval of the May 12, 2005, Minutes, as corrected.*

Status of Public Participation Plan Adoption and Subgroup Activities

Mr. Braatz, from U.W. Extension, said that the Subcommittee working on the details of the Public Participation Plan have met twice and discussed the plan, which was adopted by the Waukesha County Board of Supervisors. One of the major components is to receive citizen input through a survey. The Subcommittee felt the best way to accomplish this goal was to receive input from each of the committees, which are already established and from the entire advisory group. Topics and questions should be included for each of the elements in the survey. The Subcommittee would take the topics and create the survey with the assistance of a consultant. Mr. Shaver added that input could also be received from other sources. He said the planning staff for the different municipalities meet periodically and will meet next week. He felt the planners could suggest possible survey questions from a professional standpoint. There has also been interest from different organizations in the County to sponsor or assist from the citizen or the business person's standpoint with respect to questions regarding land use issues. Possible suggestions for topics could be defining rural character, open space preservation and land use. He asked the Committee to think of some topics or key issues they would like to see included in the survey, which would be discussed at a future meeting. A member of the Committee asked when the survey was expected to be sent out? Mr. Braatz replied, "After the holidays". Mr. Shaver added that he has been working with the County Information Systems Division on an E-news subscription service. A person could subscribe to a number of topics online. The survey and E-news service would work in concert with each other and both should be ready after the holidays.

A member of the Committee asked what the status for the Economic Development Subcommittee was? Mr. Shaver said the membership for the Subcommittee is almost finalized and he is working out the scheduling details.

Discussion of Comprehensive Planning Grants and Grant Responsibilities – Joanna Schumann, Grant Administrator, Wisconsin Department of Administration

Ms. Schumann explained the process of the Comprehensive Planning Grant and responsibilities of the grant recipients. Because the grant is multi-jurisdictional, Waukesha County will be administering the grant and Mr. Shaver will serve as the project manager/primary contact and she would serve as a secondary contact. The primary responsibility of Waukesha County will be for communication and to serve as a liaison between the participating units of government and the department. Waukesha County will also serve as the financial agent, filing reimbursement requests, receiving reimbursement checks, disbursing reimbursement dollars between participating communities and calculating the local share. All copies of invoices will need to be produced for expenditures and the DOA will check to see if they match eligible activities. All records must be kept for three years after the grant agreement has been closed out.

The DOA's responsibilities include approving reimbursement requests, grant extensions (up to six months), outreach and education and to serve as a resource. She indicated the grant application was signed on June 7, 2005 and that is when the reimbursement would begin for expenses. There will be more than one vendor because each local unit of government will have their own consultant.

Mr. Shaver said correspondence dated May 12, 2005, regarding the recommended reimbursement process was sent to each Committee member. The County is suggesting that the process be adopted and noted that the process is similar to the County's recycling program. If the process is acceptable, a letter would be sent to every participating municipality in mid-January with a copy of the reimbursement form to be returned by a date certain. The County would then compile the reimbursement requests into one submittal to the State in mid-February. The State reviews the reimbursement requests and one check would be issued to Waukesha County in May. Checks would be cut based on each municipality's separate requests. A member of the Committee asked if the County would be able to notify each municipality of their balance each year, in order to plan for the next year's budget. Mr. Shaver replied "Yes", and added that the grant contains a list of each municipality's dollar amount requested.

Mr. Thiel moved, seconded by Mrs. Haroldson and carried unanimously, for approval of the proposed grant reimbursement process.

Ms. Schumann said that each reimbursement request should contain a status report, including project overview, meetings, public involvement, review of State and Regional Transportation Plans, recommendation and implementation strategies, services/products purchased, expenditures, summary of successes and failures and a project timeline. Reimbursement and status reports (January) will be completed once per year. Required documentation includes a cover letter from Mr. Shaver stating the total amount spent on the grant. From the total amount she would subtract the local match (60/40 split). She asked that the local match not be separated in the total. Detailed invoices are also required. Regarding public participation meetings, a detailed explanation of cost is required for the expenditure. Vendor invoices must include the date, invoice number, scope of services and in-kind services must also be documented. Reimbursement checks are processed within approximately 30 days of submittal and checks are sent approximately three weeks later. She explained that 60 days is the approximate timeline for reimbursement. Reimbursements are issued four times per year (end of January, end of April, end of July and end of October). All grant expenses must be directly related to the development of the plan. Eligible reimbursement expenses include services and activities including contracting for planning consultant services, public planning sessions, educational activities, purchase of computerized planning data, planning software, hardware to utilize planning data, development of the plan including printing costs, public participation and outreach activities including educational materials, citizen surveys, internet activities, newsletters, purchase and documentation of data, maps and computerized information used with the plan or plan update. Non-eligible reimbursement expenses include segmented activities not related to the development of a comprehensive plan or plan update, site or trail development plans outdoor recreation plans, costs incurred prior to the approval of the grant, costs incurred to prepare the grant application, applicants which have been awarded a grant within the previous 10 years and the purchase of property or land. Mr. Shaver asked if the general sewer service planning was an eligible expense? Ms. Schumann replied "No", however, a small portion may be reimbursed in the public facilities and utilities element. She asked that the communities send a copy of the vendor invoices to Mr. Shaver along with an expenditure report and documentation. She also explained, that the project deadline commitment is for 30 months. She suggested that the communities contact other communities who have gone through the process before. Closeout procedures for the final reimbursement include that 25% of the total award will be held until the process is completed. All of the plans must be adopted in order for the 25% to be released. A copy of the adopted ordinances, plans and signed close out forms must be submitted for each community in order to receive the 25%. The plan should also be available through the web.

Suggestions for a successful plan include utilizing the DOT, DNR and DATCP during discussions, invite the public to committee meetings, meet the statutory requirements and make sure data included is meaningful.

A member of the Committee asked what type of costs could be reimbursed with respect to Public Hearing Notices? Mrs. Schumann replied, newspaper advertisements, copies, vendor who did public hearing, etc.

Discussion of Draft Chapter 1

Mr. Braatz indicated that the changes made to the document were based on the comments received at the May 12, 2005, Advisory Committee meeting. Mrs. Haroldson asked if the shaded wording under "Planning Benefits" could be changed to read "With clear goals, local government officials often make decisions that are in the best interest of citizens or the future of the community?" The Committee agreed. Mr. Thiel said on Page 3, under the Village of Hartland, the plan was prepared by SEWRPC and adopted by the Plan Commission and Governing Body on December 20, 2004. Mr. Braatz said he would update the information. Mr. Shaver indicated that on Page 6, the paragraph titled "Issues and Opportunities Element" would be changed to "Trends, Issues and Opportunities Element". Mr. Gehl said the Village of Chenequa requested that on Page 8, under "Agricultural, Natural and Cultural Resources" that the word "groundwater" be added to the third paragraph.

Mr. Craig moved, seconded by Mr. Butler and carried unanimously, for approval of Chapter 1 as amended.

Next Meeting Topics and Date

The next meeting will be held Thursday, October 20, 2005, at 4:00 p.m. in Room 255/259 of the Waukesha County Administration Center.

Possible Topics for review:

- Update on Public Participation Process
- Draft Chapters 2 and 3

There being no further business to come before the Committee, Mr. Siepmann moved, seconded by Mrs. Holtz to adjourn at 5:50 p.m.